

MEETING MINUTES
TOWN OF CHINO VALLEY
PARKS & RECREATION ADVISORY BOARD SPECIAL MEETING
October 19, 2009
5:00pm

1. **MEETING CALL TO ORDER:** *By Albert Gonzales, Vice President; Acting Chair 5:05 p.m.*

2. **ROLL CALL:**

*Present: Albert Gonzales, Bill Cook, Sue Spahr, Vicki Warner, Cheryl Romley;
Late Arrival: Lori Heiner: 6:05
Absent: Eric Woods,
Staff Present: Jason Kelly, Director; Bob Worthen, Parks & Trails Superintendent
Guests: Michael Carter, Retired Parks and Recreation Director from California; Lon Turner, Chino Valley Recreation Foundation(CVRF)*

3. **APPROVAL OF MINUTES:**

Minutes from Oct. 6th '09: Mr. Kelly currently unable to print out the minutes; will send out the minutes for review prior to next meeting.

4. **DIRECTOR'S REPORT:**

Jason Kelly: All are reminded and invited to the Tailgate Halloween Party at the Community Center Complex Oct. 31st 6-9 p.m. Cheryl Romley volunteered to man a booth for the Recreation Department.

5. **COMMITTEE PROGRESS REPORTS:**

***Finance:** Cheryl Romley: Met with Mark Holmes, he has a Grant Writer who can help send us to other funding sources. The Grant Writer has a 95% success rate. Discussed some grant options. Grants including accommodations for children and xeriscaping and interpretative signs open the door for opportunities. There was concern mentioned over moving forward to utilize the Heritage Grant monies before they run out for Phase III.
No other Committee Reports.*

6. **CALL TO THE PUBLIC:**

Mike Carter suggests asking the Grant Writer to include/use Administrative Fees within in the Grant.

7. **CORRESPONDENCE:** *None*

8. **OLD BUSINESS:** *None*

9. **NEW BUSINESS:**

a. **Memorandum of Understanding (MOU) with the Recreation Foundation:**

Jason Kelly gave a brief history of how the Dog Park evolved in Phase III. He also explained the background that the Recreation Foundation, Lon Turner (chairman of the Board) had with the development and fundraising for the Aquatics Center. Mr. Turner

expressed the Recreation Foundation wishes to move forward with Phase III through the efforts of volunteers who have a passion for community projects. There are volunteers who are interested in getting things done; CVRF has the non-profit in place to make it happen. Mr. Kelly: Explained the MOU originally was for the fund-raising, operation and management of the Dog Park portion of Phase III. Bob Worthen, Lon Turner, Vicki Warner, Cheryl Romley, Jason Kelly have been involved in drafting the MOU in conjunction with Town Attorney. The revision currently covers Phase III and spells out specifics on the Dog Park feature.

Concern was voiced over the lid on spending and how the reimbursement of funds can be expended. State Parks has reinstated the Grant but has cautioned to move forward expeditiously. Volunteer hours, donations will move this forward; all of this qualifies as "in kind" and is reimbursable through the grant. Draft of the MOU was reviewed. The Town is the Grant Agent. Reimbursed funds for donations from community will be allocated back to Phase III. Mr. Turner: requests that record of public generated donations made, and reimbursements received, be kept. Mr. Kelly will: verify with Finance what timelines and Cap there is on expendable funds, verification on method of reimbursement to donor (ie: CVRF), and verification of approval of overall project and spending on individual improvements in the project.

10. FUTURE AGENDA ITEMS:

Continuation of MOU

11. ADJOURNMENT:

Motion by Ms. Romley to adjourn. 2nd by Ms. Spahr. Adjourned 6:20p.m.

Dated this 1st day of November, 2009 by: Secretary Vicki Warner